

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING MINUTES  
FEBRUARY 20, 2006**

- I. The February 20th, 2006 Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Brunner in the Hearing Room at City Hall.

Member present were Brunner, Wikel, Nichols, Green, Gumina (arrived at approx. 6:30), Alderman Hammelman, Alderman Sohns (left at 7:08) and Alderman Olson. Excused: Member Lewandowski. Also in attendance was Human Resource Coordinator Dana Zahn, Fire Chief James Martins and Asst. Fire Chief Lloyd Bertram.

- II. Citizen comment period

There were no citizen comments.

- III. Approval of minutes from regular meeting of January 16, 2006.

Motion by Alderman Hammelman and seconded by Member Green to approve the January 16, 2006 minutes. Motion carried: Ayes-All with Alderman Sohns abstaining as he was not present for the January meeting.

- IV. Approval of Job Descriptions for the Director of Administration and the Confidential Secretary to the Mayor.

Motion by Member Green and seconded by Member Wikel to approve the job description for the Confidential Secretary with following changes: 1) add a ; and a space under Essential Duties; 2) under the 5<sup>th</sup> task add "for the Mayor, Alderman and City staff" between registration and along; 3) remove the 2<sup>nd</sup> sentence of the 2<sup>nd</sup> paragraph under Work Environment. Motion carried: Ayes-All.

Motion by Alderman Olson and seconded by Member Nichols to table the Job Description for the Director of Administration until a special meeting scheduled for Wednesday, March 1, 2006 at 6:00 p.m. Motion carried: Ayes-All.

- V. Language clarifications/changes to the health/dental summary plan description as requested by Auxiant.

Motion by Member Wikel and seconded by Alderman Sohns to table this issue until we can get more clarification from our attorney and Auxiant. Motion carried: Ayes – All.

- VI. Open Positions Report

No action needed.

- VII. Resolution Amending Resolution No. 2000-5123 Modifying Fringe Benefits For Permanent Part-Time Employees Of the City of Franklin

Motion by Member Nichols and seconded by Member Green to approve the changes to Resolution No. 2000-5123. Motion carried: All Ayes except for Member Wikel who voted no.

**PERSONNEL COMMITTEE MEETING MINUTES**  
**FEBRUARY 20, 2006**  
**PAGE 2**

VIII. Potential Methods for Training of Committee Members

Discussion only of dates available to set up training. It was decided to schedule training for Saturday, April 8, 2006.

IX. Report on City's Workers Compensation History from Prior Years and Comparable Current Year Summaries with Surrounding Municipalities.

Motion by Alderman Olson and seconded by Alderman Hammelman to table the item until the next meeting since Alderman Sohns had to leave the meeting early. Motion carried: Ayes:All.

X. Potential changes to the Salary Administration Policy & Salary Matrix

Motion by Alderman Hammelman and seconded by Alderman Olson to table this issue until July, 2006. Motion carried: Ayes: All.

XI. Labor Contract Negotiations & Collective Bargaining Strategies & Guidelines

Motion by Alderman Olson and seconded by Member Nichols to enter into closed session (7:08 p.m.) pursuant to 19.85(1)(c) and (e), Stats., to consider negotiation and collective bargaining strategies and guidelines for agreements between the City of Franklin and Local No. 2, AFSCME District Council 48, Inspection Employees, and Public Works/Sewer and Water Employees; Franklin Police and Fire Department Clerical; and Franklin Police Officers Association, for competitive and bargaining reasons. Motion carried: Ayes-All.

Re-entered open session at 8:10 p.m.

XII. Processing of Grievance

Motion by Alderman Olson and seconded by Member Green to enter into closed session (6:40 p.m.) pursuant to §19.85 (1)(c) Stats to deliberate concerning this case, and to reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

Re-entered open session approximately 6:55 p.m.

Motion by Member Gumina and seconded by Alderman Sohns to instruct HR Coordinator Zahn to settle grievance in a one time non-precedent setting manner, to allow employee to add his dependent to the dental plan and to re-educate staff on obligations for open enrollment. Motion carried: Ayes – All.

XIII. Potential Items for Future Meeting Agendas.

No discussion held.

XIV. Next meeting date - Monday, March 20, 2006, at 6:00 p.m.

**PERSONNEL COMMITTEE MEETING MINUTES**  
**FEBRUARY 20, 2006**  
**PAGE 3**

XV. Adjournment

At 8:45 p.m. Alderman Olson moved that the Committee adjourn. Member Nichols seconded the motion. Motion carried: Ayes-All.